Board of Commissioners Meeting Memorandum

Date: August 22, 2006

From: Rebecca Carter, Director of Regulatory Compliance

Subject: BROWN MACKIE COLLEGE – SOUTH BEND

ASSOCIATE OF SCIENCE DEGREE IN EARLY CHILDHOOD EDUCATION

Staff Recommendation

The commission staff recommends that Brown Mackie College – South Bend be granted the authority to award the Associate of Science degree in the following program:

AS - Early Childhood Education

Background Information

Brown Mackie College is nationally accredited by the Association of Independent Colleges and Schools.

The program consists of 96 quarter-credit hours of training and a minimum of 75% of the courses are in the Specialty; and the faculty meets the criteria as stipulated in 570 IAC 1-10.1-4

Supportive Documentation

- 1. Degree Applications
- 2. Instructor Qualification Record Forms

DEGREE APPLICATION (New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution _		Brown Mackie C	ollege - South Bend	
Name of Program _		Early Childh	nood Education	
Level of Degree (AAS	AS, AA, BAS	, BA, BS, MBA, MAS	S, MA, MS, Ph.D.)	AS
Name of Person Prepa	ring this Form		William C. Hanse	n
Telephone Number		574-237-0774	Applicat	tion Type
Date the Form was Pre	pared	July 28	New	☐ Renewal
I. <u>PROGRAM OBJEC</u> explain how it is stru				hieve and
Early Childhood Educa	tion program o	description:		
The Early Childhood E	ducation progr	am will provide stude	ents with the general a	and cultural
knowledge of the phys	cal, social, em	notional and intellectu	ual needs of young chi	ildren. Students
will develop an unders	anding of the	social and psycholog	gical factors that influe	nce a child and
will acquire the essenti	<u>al knowledge,</u>	skills, ethics, and dis	spositions required in a	<u>a well-prepared</u>
early childhood educat	ion profession	al.		
Early Childhood Educa	-	· · · · · · · · · · · · · · · · · · ·		
The program objective	s of the Associ	iate of Science in Ea	rly Childhood Education	on are to:
1) Describe growth and	d development	al stages including c	ognitive and socio-em	<u>otional</u>
development of young	children.			
2) Apply principles and	practices of c	hild development, cu	ıltural diversity and as	<u>sessment</u>
techniques to create he	ealthy, respect	ful, supportive and c	hallenging learning en	vironments for
voung children				

3) Demonstrate an awareness of the teacher's responsibility in child abuse and special need

situations and access and utilize the full range of related support services.

- 4) Cultivate mutual relationships among family, school and the community to maximize learning opportunities.
- 5) Employ relevant regulatory, organizational and professional rules and standards associated with the provision of early childhood education.

II. <u>PROGRAM STRUCTURE</u>: List all courses in the program. Indicate course name, number, and number of credit hours or clock hours for each course.

NAME OF PROG	SRAM:	Early Childhood Edu	ıcation		
TOTAL COURSE	HOURS:	96 credit	Check one:	Quarter F	lours 🗵
				Semester	Hours
				Clock Ho	urs 🔲
LENGTH OF PRO	OGRAM:	24 months	TUITION:	\$17,856.0	00
SDECIAL TV COL	IIDSES.				
SPECIALTY CO	UKSES.				
Course <u>Number</u>	Course <u>Title</u>				Course <u>Hours</u>
EC1000	Introduction	on to Early Childhood E	Education		4
EC1100		wth and Development			4
EC1200	Developm Education	entally-Appropriate Pra	actices in Early Chi	ldren	4
EC1300	Health, Sa	afety and Nutrition in E	arly Childhood		4
EC1400	Early Child	dhood Langauge Arts	and Methods		4
EC1500	Principles	of Guidance for the Yo	ong Child		4
EC1600	Infant and	Toddler Development			4
EC2000	Creative A	activities for Early Child	dhood		4
EC2100	Assessme	ent in Early Childhood I	Education		4
EC2200	Early Child	dhood Math and Scien	ce Methods		4
EC2300	Home, Scl	hool and Community F	Partnerships		4
EC2400		ding Special Needs C			4
EC2500	Organizati Settings	on and Administration	of Early Childhood		4
EC2900	Early Child	dhood Practicum			4

SPECIALTY COURSES: Course Course Course Number Title Hours **GENERAL EDUCATION / LIBERAL ARTS COURSES:** Course Course Course Number Title Hours CF 1000 Professional Development CM 1200 *Effective Public Speaking 4 EN 1101 *Composition I 4 EN 1102 *Composition II 4 EN 1200 **Business Communications** 4 MC 1150 Introduction to Microcomputer Applications 4 MC 1311 Word Processing I 4 MT 1770 *College Mathematics 4 PS 1200 *Principles of Psychology 4 SO 1200 *Principles of Sociology 4 Number of Credit/Clock Hrs. in Specialty: 58% 56 Percentage: Number of Credit/Clock Hrs. in General Courses: Percentage: 60%

Percentage:

16 / _____

40%

If applicable:

Number of Credit/Clock Hrs. in Liberal Arts:

III. <u>LIBRARY</u>: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

The library is centrally located on the first floor. A full-time librarian works a split shift to accommodate day and evening student needs. The library hours are:

Monday, Tuesday and Thursday: 8:00 a.m. to 1:00 p.m. and 4:00 p.m to 9:00 p.m. Wednseday: 8:00 a.m. to 1:00 p.m.

Friday: 8:00 a.m. to 12:00 p.m. and 12:30 p.m. to 2:00 p.m.

2. Number of volumes of professional material:

Brown Mackie College - South Bend's library houses 2,609 volumes, 217 professional titles and 300 videos for check-out by students

3. Number of professional periodicals subscribed to:

The library offers 58 periodicals and 3 newspapers. Brown Mackie College - South Bend also offers Inspire for online periodicals and journals.

4. Other library facilities in close geographical proximity for student access:

Brown Mackie College - South Bend students have access to the following local libraries:

St. Joseph County Library, Notre Dame Library, Indiana University at South Bend and interlibrary laon through the Indiana Cooperative Library Services Authority (INCOLSA) which gives students access to libraries across the State of Indiana.

If you have any questions pertaining to the required standards for degree granting approval, please refer to 570 IAC 10.

Doc.: degreappform.doc

IV. <u>FACULTY</u> : Attach completed Instructor's Qualification Record for each instructor. ** Include <u>all required documentation</u> pertaining to the qualifications of each instructor.						
Total # of Faculty in the Program:	5	Full-time:	3	_ Part-time: _	2	

Fill out form below: (PLEASE LIST NAMES IN <u>ALPHABETICAL</u> ORDER.)

List Faculty Names	Degree or	# Years of Working	# Years Teaching	# Years Teaching	Check	cone:
(Alphabetical Order)	Diploma Earned	Experience in Specialty	at Your School	at Other	Full- time	Part- time
Arthea Estridge	BS, MS	10	10	0	Х	
Michaela Meagher	BA, MS	12	4	8	Х	
Linda Sayre	BS, MS	36	21	10	Х	
Stephanie Scharf	BS, MSW	25	2	0		Χ
Sheila Smith	D.Ed	21	3	13		Х

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Estridge	Arthea	Z.
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College - South Bend	
		Names of Courses Taught:	
Composito	n I		
Composition	on II		
Fundamen	tals of English		
Effective P	ublic Speaking		

Source of		Area or Subject of	Period of A	ttendance
Training/Education	Location	Area or Subject of Training/Education	From:	To:
Indiana University Bloomington, IN	Bloomington, IN	English	1970	1974
Indiana University	South Bend, IN	Teaching Certification (secondary)	1988	1993
Indiana University	South Bend, IN	MA/ Secondary Education	1993	1997
A P 11			Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
Experience	Location	Experience	rioni.	10.
•	South Bend Community Schools - South Bend, IN	Assisted handicapped	December 1991	September 199
Teaching Assistant Student Teacher	South Bend Community	<u> </u>	December	September
Teaching Assistant	South Bend Community Schools - South Bend, IN Jackson M.S. South Bend,	Assisted handicapped students with reading/math Taught reading in 6 th & 7 th	December 1991 Summer	September

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

NAME:	Meahger	Michaela	M
	(Last)	(First)	(Middle)
NAME OF	INSTITUTION:	Brown Mackie College- South Bend	
		Names of Courses Taught:	
Effective P	ublic Speaking		
Composition	on I		
Composition	on II		
Business (Communications		

Carrage		Anna an Cubiast of	Period of A	ttendance
Source of Training/Education	Location	Area or Subject of Training/Education	From:	To:
Nazareth College	Rochester, NY	Theatre	1987	1989
Indiana Univesity	South Bend, IN	Theatre	1989	1989
Indiana University	Bloomington, IN	Theatre	1990	1992
Indiana University	South Bend, IN	Education	1997	2002
	1			
Annliaghla		Event Nature of	Employme	nt Period
Applicable Experience	Location	Exact Nature of Experience	From:	To:
	Location Elkhart Community School		From: 1994	To: 1998
Experience	Elkhart Community School	Experience English as Second		
Experience Teacher		Experience English as Second Language English and	1994	1998

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

_	Sayre (Last)		Linda (First)	K. (Middle)	
NAME OF IN	. ,	N. Brown N	Mackie College- South Bend	(Middle)	
NAME OF IN	31110110	JN. BIOWITH	Mackie College- South Bend		
		Names o	of Courses Taught:		
Professional	Developn	nent			
				Period of A	Attendance
Source of Training/Edu	ucation	Location	Area or Subject of Training/Education	From:	То:
Pittsburg State I	University	Pittsburg, KS	BS in Business Ed.	1963	1967
Pittsburg State I	University	Pittsburg, KS	MA in Business Ed.	1968	1968
_	•				
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Southeast High	School	Cherokee, KS	Business Instructor	1968	1971
Pittsburg State I	Univ.	Pittsburg, KS	Instructor	1976	1976

INSTRUCTOR'S QUALIFICATION RECORD

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Please TYPE the form.

NAME:

Scharf

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Stephanie

Jane

(Last)		(First)	(Middle)	
NAME OF INSTITUTION	ON: Brown Mack	ie College - South Bend		
	Names of C	ourses Taught:		
Principles of Psycholo	gy			
Prinicples of Sociology	/			
				_
		F	<u> </u>	
Source of		Area or Subject of	Period of A	Attendance
Training/Education	Location	Training/Education	From:	To:
University of Illinios (BS)	Urbana Chamapaige, IL	Psychology	1972	1976
University of Illinois (M.S.W.)	Chicago, IL	Social Work	1978	1980
				4 D
Applicable		Exact Nature of	Employme _	
Experience	Location	Experience social work,	From:	То:
State of Ilinois	Chicago, IL	case management	1980	1985
Diament Den (I		education,	4000	0004
Planned Parenthood Madison Center	South Bend, IN Madison Center	social work	1999	2004
Sex Abuse Prevention	South Bend, IN	Prevention Education	1992	current

INSTRUCTOR'S QUALIFICATION RECORD

Instructions: Include <u>all</u> training/education applicable to current teaching assignments. This form will not be processed unless <u>all supportive documentation</u> required for review has been attached with this form (i.e., transcripts and letters identifying the precise nature of previous work and teaching experience, signed by a former direct supervisor.)

Please TYPE the form.

NAME:	Smith		Sheila	Ann	
(Last)		(First)	(Middle)	
NAME OF INS	STITUTI	ON: Brown Mad	ckie College - South Bend		
		Names of (Courses Taught:		
Dringiples of F	Pevebolo		oou.coo raagiii.		
Principles of F	Sycriolo	gy			
				Period of A	Attendance
Source of Training/Edu	cation	Location	Area or Subject of Training/Education	From:	To:
Georgia State Ur		Atlanta, GA	Counseling	1975	1976
Western Michiga University	n ———	Kalamazoo, MI	Counseling Psychology	1983	1989
Applicable			Exact Nature of	Employme	nt Period
Experience		Location	Experience	From:	To:
Clinical Therapis	t	Washington St. South Bend, IN	Therapist working with mentally ill	1999	2000
Assistnat Profess of Psycho	logy	Manchester College Indiana	taught intro. to PsyDev. Psy., Abnormal Psy.,	2000	2001
Assistant Profess Psychology	sor of	IUSB South Bend, IN	taught Ed. Psy	fall 2001	
Jordan Collogo		Benton Harbor,	taught intro to Psy Dev.	1095	1005